

# JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Senior Budget Analyst (Senior Fiscal Analyst)

**LOCATION:** San Francisco or Sacramento, CA

**JOB OPENING #:** 6067

### OVERVIEW

The Judicial Council of California (JCC) is accepting applications for the position of Senior Fiscal Analyst in the Program Budget Unit (PBU) of the Budget Services office.

The PBU is primarily responsible for managing the Judicial Council's operating budget of more than \$300 million under the direction of the Budget Supervisor. The Senior Fiscal Analyst provides advanced, complex, and specialized analytical and technical budget support to the largest and most complex JCC offices, as well as the Courts of Appeal and the Supreme Court.

The Senior Fiscal Analyst supports assigned offices, the appellate courts, and the Supreme Court in budget development and management, expenditure forecasting, position and appropriation control, completes fiscal analyses for legislation and development of cost analyses as required.

The Senior Fiscal Analyst also provides specialized research and analyses to assist the Judicial Council Executive Office, appellate court Administrative Presiding Justices (APJ) and Appellate Court Clerks with budgetary planning and decision-making, and preparation of the quarterly budget reports for the Administrative Presiding Justices Advisory Committee (APJAC).

The Judicial Council strives for work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, \$130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

### RESPONSIBILITIES

- Budget development, reconciliation, and implementation:
  - Develop, review, and analyze initial budget allocations for assigned areas. Create Personal Services Report and reconcile to the JCC Human Resources office and State Controller's Office (SCO) records.
  - Analyze and reconcile allocations to enacted state budget, including budget changes resulting from authorized budget adjustments. Research and correct any areas that do not reconcile accordingly.
  - Review, research, and complete SCO Schedule 8 for use by the Budget Services' State Budget Unit in developing the annual Schedule 7A for submission to the Department of Finance. Analyze and reconcile any differences to ensure accuracy in reporting and for building the annual state budget.

- Meet with leadership of assigned areas to review initial budget allocations and regular expenditures forecasts, incorporate information gathered, analyze solvency or insolvency issues with potential recommended solutions to support program operations and proper management of budget allocations.
- Analyze fiscal status and prepare appellate court allocations and projections; develop briefing materials for APJs and Appellate Court Clerks/Administrations for the quarterly APJAC meetings. Attend other meetings as required.
- Conduct specialized research and analysis of fiscal budgeting issues, including cost analyses for assigned offices, and/or upon request of assigned areas.
- Act as subject matter expert on issues impacting the judicial branch:
  - Prepare legislative analyses of proposed and pending legislation.
  - Analyze, review, and develop recommendations on additional funds requests from the assigned offices to support one-time and on-going budgetary needs and make recommendations to the Executive Office.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree, preferably in business, finance, accounting or a directly related field, and four (4) years of professional experience in accounting, financial analysis, budgetary, or contract administration/procurement.

Possession of a bachelor's degree in a directly related field such as accounting, finance, business, etc., may be substituted for one of the years of required experience. *An additional four years of professional experience in the assigned function as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor, Master of Business Administration, or master's degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and one (1) year of experience as identified above.

OR

One year as a Fiscal Analyst, in the assigned field, with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Analyst in a California Superior Court or California state-level government entity.

### **SKILLS**

- Excellent critical thinking and problem-solving capabilities.
- Excellent writing, communication, and presentation skills.
- Ability to listen and consider different points of view.
- Ability to manage workloads, coordinate deadlines, and prioritize competing demands.
- Ability to work efficiently and independently but with close supervision of final work product.
- Ability to collaborate as a team player with a positive and enthusiastic attitude.
- Proficient in Microsoft tools, Outlook, Excel, and Word

### **DESIREABLE QUALIFICATIONS**

- Knowledge of the California state budget process.
- Knowledge of the state's Financial Information System for California (Fi\$Cal).
- Experience working with senior level management.

### **OTHER**

Please note, if you are selected for hire, verification of employment authorization to work in the United States will be required.

## HOW TO APPLY

This position is open until filled. To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **Monday, October 30, 2023**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #6067 <https://www.courts.ca.gov/careers.htm> please click the Apply for Job button.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

## PAYMENT & BENEFITS

\$7,485.00 - \$11,228.00 per month

(This position will be filled at or near the starting salary of \$7,485.00 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

## Supplemental Questions

**To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of one page.**

1. Describe your professional budget development experience and specific roles in the budget process, including your primary areas of responsibility, and any work around budget preparation and/or review, financial forecasting, and/or analysis.